

Dear Champs Week Hosts:

Thanks again for stepping up to host this fabulous week for our kids. As indicated in previous emails and meetings...we are trying to standardize AND document the process this year.

To that end..this email will address paperwork for your hosted event.

I have attached a boilerplate document to this email. I would like to ask that you ALL use the same or similar format...to make the paperwork easy for both you and your attending clubs. Each club will have particulars to their space and event hosted. This is a SUGGESTED document.

The ONE piece of work (math) that you should do prior to finalizing this paperwork is contained within the second document. We are asking all clubs to ASSIGN a volunteer schedule PRIOR to releasing the paperwork. There is an example from Edgebrook contained within the boilerplate document. We assume that you have your own way of assigning volunteers...whether you have them do ribbons, grill, help with parking, etc! Whatever slots you need filled to host your meet is absolutely your call!

The second attachment is an average of attendees to all post-season events BY club. It is up to you to figure out how many volunteers you need to run your event. Then use these averages to ASSIGN each club to a time and job. The number of slots assigned to each club should correlate with the number of swimmers they have sent to your hosted event in past years.

One of the biggest complaint we receive as a league is that recruiting volunteers for post season is difficult...recruiting them without knowing what time slot is needed is near impossible and recruiting and then not using the volunteer is annoying. These documents are meant to assist you in getting your volunteer assignments completed quickly and weeks before the event!

There will always be a little change around after the clubs receive your lists. But believe me...this is more preferable than any other method..for all involved.

If you have any questions or want to walk through any of this..don't hesitate to contact met.

I look forward to wrapping this ALL up by the middle of next week.

Happy 4th!

Kate